

# Quick Facts for Exhibitors

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## 7<sup>th</sup> Annual Army Force Health Protection Conference

### Dates & Location

August 6-12, 2004

Albuquerque Convention Center, Albuquerque, New Mexico

**Exhibitor Move-In** – *Please note, the following times are tentative and may be changed to encourage greater attendance at the exhibits.*

Monday or Tuesday, August 9 or 10. No later than 9:30 am, August 10, 2004.

### Show Dates

Tuesday, August 10, 11:00-3:00

**\*Vendor Sponsored Luncheon for Attendees and Vendors on**

**Tuesday from 11 AM to 200 PM in the Exhibit Hall Area\***

Wednesday, August 11, 10:30-2:30

### Dismantle

Wednesday, August 11, After 2:30 pm

### Exhibitor Package Includes-

- Single 10' x 10' booth
- 8' high back wall drape and 3' high side drape
- One 7" x 44" identification sign
- (1) 8' draped table
- (2) Matrix chairs
- (1) Wastebasket with liner
- Carpet for Booth Space

### Exhibitor Reservation

Contact Mrs. Joeal Liverette at (410) 544-4949 or email [jl@nmr1.com](mailto:jl@nmr1.com) for additional information.

# *Exhibit Hall Rules and Regulations*



## **7th Annual Army Force Health Protection Conference**

### **Exhibitor Registration and Badges**

All exhibitor booth personnel are registered in advance when the exhibit booth contract is submitted.

Exhibitors are entitled to complimentary badges for each 10' x 10' booth package. Exhibit booths must be manned during all open Exhibit Hall 2004 hours.

Exhibitors are encouraged to attend any conference sessions.

### **Cancellation**

Cancellations or reductions in booth space must be made in writing and postmarked or faxed by August 1, 2004. Amounts paid by the exhibitor will be refunded minus the \$40 non-refundable application-processing fee. No refund will be made if cancellation or reduction of booth space is postmarked after August 1, 2004.

### **Respect to Other Exhibitors**

Exhibitors are not permitted to distribute promotional material, samples, catalogues, pamphlets, or publicity, except in the exhibitor's space. Exhibitors are not permitted to enter into another exhibitor's booth without permission of that exhibitor, nor are exhibitors allowed to photograph or examine another exhibitor's booth without permission of that exhibitor.

### **Union Agreements**

Exhibitors must abide by all agreements made between the unions. U.S. Army Center for Health Promotion and Preventive Medicine, or its agents, pertaining to the use of union labor at all times in the Exhibit Hall.

### **Responsibility Clause for Exhibits**

In order to protect the Army Force Health Protection (NMR, Inc. and the hosting organization), the Army Force Health Protection (NMR, Inc. and the hosting organization) agrees to include the following Responsibility Clause in their Exhibitor Contract: Exhibitor assumes responsibility and agrees to indemnify and defend the Army Force Health Protection (NMR, Inc. and the hosting organization) and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that the Army Force Health Protection (NMR, Inc. and the hosting organization) does not maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain insurance.

### **Tentative Exhibit Dates and Hours**

#### **Exhibitor Move-In**

**Monday, August 9**

1:00 pm to 6:00 pm

#### **Show Hours**

**Tuesday, August 10**

11:00 am to 3:00 pm

**Wednesday, August 11**

10:30-2:30 pm

**Dismantle**

After 2:30 pm

### **To Receive Additional Information**

Call Mrs. Joeal Liverette at (410) 544-4949, or email [jl@nmrl.com](mailto:jl@nmrl.com).

**Visit the conference Website at <http://chppm-www.apgea.army.mil/FHP>**